



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T1885 ELECTRICIAN
*MONTHLY SALARY: \$3938 to \$4727**

***APPLICATION FILING PERIOD: FIRST DATE: September 7, 2007**

DATE: November 7, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available.

***THE POSITION:** Electricians perform journey level electrical work throughout City of San Diego facilities. Duties include installing, testing, and replacing conduits, ducts, transformers, electrical and electronic circuits, wires, high and low voltage cables, and communication cables; installation, modification, repair or testing of water, wastewater or collection pumps, valving or control systems; installing and maintaining varied equipment such as programmable logic controllers (PLC), building lighting systems, motors, heating and ventilating wiring systems, panel boards, primary electrical systems, street lighting, outside flood lighting and airport lighting; assisting in training and leading the work of apprentices and other assigned personnel; and performing related duties as assigned.

REQUIREMENTS: You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

1. Successful completion of a four or five-year state accredited Electrician Apprenticeship Program. **(Proof of apprenticeship completion must be submitted with your application.) -OR-**
2. Five years of full-time experience in all phases of work as a journey level electrician. **Qualifying experience must include commercial or industrial wiring, and installation and repair of electrical conduit systems.**

NOTES:

1. Experience in residential electrical work ONLY is NOT qualifying.
2. Persons hired must be willing to work overtime, including weekends, and/or holidays.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Electrical work including wiring and rewiring of buildings.
2. Experience in confined space training, fiber optics training, programmable logic controllers, personal computers, and a working knowledge of the National Electrical Code.
3. Experience troubleshooting and repairing electric motors and engine driven generators (all voltages from 120 to 4160 volts).
- *4. Experience with the repair, trouble shooting, and installation of level, pressure or flow rate instrumentation or control systems.

LICENSE: A valid California Class C Driver's License is required at the time of hire. For some positions, a Class B Driver's License may be required. A crane certificate may be required by some departments within one year of hire.

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all of the questions, including the supplemental questions, and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS** – In Section 4 of the **Standard Employment Application**, you **MUST** respond to the following numbered questions or your application **will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

Describe your experience and qualifications in each of the following areas: (Write “NONE” if you do **not** have any qualifications in a specific area). Specify at which employer (A, B, C, etc) the experience was gained.

1. Describe your experience in the following areas; trouble shooting, repairing, maintaining or installation of Water, Wastewater or Collection Electrical control systems.
2. Describe your electrical experience in **commercial** building applications. Please include duties or tasks related to tenant improvements, lighting, lighting controls, installation and repair of lighting and power distribution systems, Fire and security systems, cooling/heating or ventilation systems.
3. Describe your electrical experience related to **industrial** building applications including but not limited to: voltage/amperage size of system, pump controls, monitoring of flow, level or pressure devices, machine tool control, installation, repair or maintenance of switchgear, transformers, or high voltage circuit breakers. List your specific duties and responsibilities with any **major** installation, repair or maintenance of the electrical system.
4. Describe your experience in the installation and repair of new and/or existing electrical conduit systems. In addition, describe a **major** electrical installation and repair project you worked on and detail your specific duties and responsibilities. Please include conduit type, maximum size of conduit, bending method (hydraulic or hand), and bender manufacturer.

*TMP/August 21, 1998/*Rev. 5 (09-07-07)/Class 1428

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “WORKING HARD TO KEEP SAN DIEGO WORKING”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER